

MINUTES

Office of Medical Services  
Career Service Board Meeting

Friday, May 8, 1970

Present:



. . . Chairman  
. . . Member  
. . . Member  
. . . Member  
. . . Member  
. . . Member  
. . . Member  
. . . Member  
. . . Member  
. . . Member  
. . . Member  
. . . Member  
. . . Member  
. . . Panel C Representative  
. . . Executive Secretary  
. . . Recording Secretary

25X1A9a

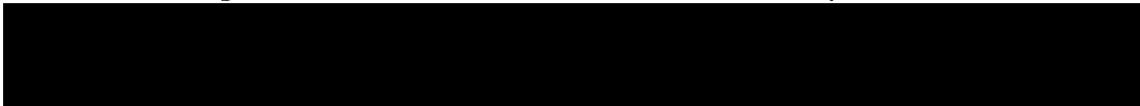
1. Following a review of the Office of Medical Services' Career Board Meeting Minutes of 27 August 1969, one correction was made to remove the name of [REDACTED] from paragraph 2c (Personnel Who Have Entered on Duty).

25X1A9a

2. The Executive Secretary submitted to each person present a written summary of announcements of promotions; assignments/reassignments; personnel who have entered on duty; separations; conversions to career status; and conversion to staff from contract (see attachment).

3. The CSB Chairman introduced for discussion changes in the recently revised OMS Regulation [REDACTED] dated 23 April 1970. These changes, primarily, dealt with making C/SPD a voting member of this Board; and, paragraph 9, Policy Concerning Personnel Eligible for Retirement with Full Annuity, which states:

STATINTL



STATINTL

STATINTL

STATINTL

[REDACTED] The Board felt the latter change was pertinent to the Office of Personnel as well as the Office of Medical Services and the Executive Secretary was asked to look into the Office of Personnel's inclusion in this policy.

4. The CSB Chairman asked for recommendations and suggestions for meeting Office of Medical Services' personnel needs, and proposed the following questions: how do you find doctors, psychologists and others who meet position requirements; and how do you keep them once they are on the job. The response was expressed in various ways:

C/PS stated Panel A hopes to have some overall ideas about training, orientation, and the maintenance of physician interest and proficiency. C/LSD/OSI announced OSI has been authorized a position for a psychiatrist, GS-14, which was converted when left vacant by [REDACTED] OSI would be happy to consider candidates from the Office of Medical Services. C/CD is considering the nature of information he has been giving while interviewing candidates for positions in the Clinical Division during the early phase of a candidate's processing. C/CD is desirous of giving the applicant a true feeling of the position he would be expected to fill. C/PSS felt that there was no formula to meeting personnel requirements and he observed that in the past six months a search for applicants in the psychological field has resulted suddenly in more responses -- probably because people are looking for employment due to a reduction in research grants. There is, nevertheless, still a real shortage of psychologists interested in the assessment field. The PSS Staff has been attending conventions and outside meetings in attempt to fill recruitment needs.

25X1A9a

C/SPD brought up the problem of placing individuals, for example, from the U.S.P.H.S. who are looking for employment moves, but are presently earning more than can be offered to them here. It was felt this problem probably could not be resolved, unless they would be willing to accept a lower rate of income.

ExO/OMS noted the critical shortage of part-time nonstaff personnel. The CSB Chairman indicated the need for part-time personnel or WAE-type personnel. In response to a question, it was learned that OSI handles most of this kind of work under external contract and does not use part-time employees.

5. The next matter on the Agenda contained two-parts: (a) reports from panel chairmen on panel activities since the last CSB meeting; and (b) the discussion of suggestions panel chairmen may have for policy or procedural changes in the conduct of panel affairs.

Panel A Chairman, [REDACTED] has been meeting with medical careerists to learn of their career plans and ideas. Upon completion of these meetings, an appropriate report will be submitted.

25X1A9a

Panel B Chairman, [REDACTED] has not had Panel B meetings as such, however, as of last fall, the Psychological Services Staff has met every two weeks with the Chairman of Panel B concerning the Staff's development. Topics under discussion have been: (a) Develop a clear program of career development to become more competent in attracting new psychologists; (b) Develop a program to retain competent psychologists; and (c) The "project chief" concept was discussed and has been implemented with [REDACTED] appointment as Project Chief of C/PSS [REDACTED]. Upon completion of this exploration, a final report will be made to the Career Service Board.

25X1A9a

25X1A9a  
25X1A

Acting Panel C Chairman, [REDACTED] reported there has been a change in the membership of this Panel. [REDACTED] is currently the chairman with [REDACTED] as members. Also, there have been several Panel organizational meetings and weekly sessions to consider promotions and competitive ranking. A paper is being prepared for submission to the OMS Career Service Board concerning a Career Development Program for Medical Service Officers to be considered for approval in principle. This Program's objective is to provide a continuing supply of competent manpower for OMS senior administrative positions. It is designed to allow for the appropriate succession to selected positions and adequate training of personnel for the positions. The time is approaching rapidly when incumbents of senior medical administrative positions will be leaving OMS through the Agency retirement program. Prompted by the question as to whether or not moves outside of the Office of Medical Services would be desirable, it was indicated that other than proposing to have some time spent in the position which [REDACTED] occupies, there were no other considerations.

25X1A9a  
25X1A9a

25X1A9a

25X1A9a

25X1A9a

6. The CSB Chairman announced that [REDACTED] had occasion recently to review the current practices among several Career Services for the granting of QSI's in justifiable cases. As a first point he is always favorable to awarding a QSI for truly outstanding service. As a second point he is likewise favorably disposed to granting a QSI for a person who may

have hit his grade ceiling but who continues to perform in a highly satisfactory manner over a substantial period. As a third point he is less inclined to use the QSI mechanism for those officers who are obviously 'comers' and who will be rewarded with grade advancements on a periodic basis."

He expects the Career Boards, also, to actively recommend QSI actions and not depend solely on the component supervisors. The latter may overlook the career interest of an individual and not give full attention to this problem. Then, too, the policy stated above may not necessarily be the policy the supervisor operates on. If Career Service Heads and other Directorate components to which employees are assigned cannot agree on the appropriateness of a QSI, such a case should be referred to the DD/S to be resolved.

7. The CSB Chairman introduced for discussion a request for ideas which might provide possible assistance to long-term OMS personnel as they prepare to take advantage of early retirement, hopefully, without undue stress. DD/R&D/DDS&T indicated ORD has been looking at conflicting Agency regulations, especially the Agency's position requiring all retirements by age 60 and Agency standards equivalent to Civil Service regulations. ORD is planning to meet with other components within the DDS&T Directorate to ultimately submit a review of these regulations to the Retirement Board.

Chairman of Panel A raised the question as to whether or not there was provision for training prospective retirees prior to retirement or perhaps they could take a year off to make arrangements for retirement. It was felt that pre-retirement on-the-job training would help bridge the transition, in addition to PSS counseling, however, many agreed the question of "forced" early retirement needed to be clarified. DD/R&D/DDS&T suggested OMS invite [REDACTED] of the Retirement Affairs Division (OP) to brief the Staff. It was noted that some components have tried to lower the economic stress by hiring retirees under part-time contracts. Chairman of Panel A said the Department of Agriculture found their experiment -- retirees knowing they could return to a job -- actually reduced the number coming back. Chairman of Panel B found one of the problems in Agency pre-retirement counseling was placing case officers. This problem is somewhat eased for an individual who knows what he wants to do and where he wants to go. It was felt OMS could be of assistance along with the Retirement Affairs Division by contacting outside medically related organizations. In this connection, Chairman of Panel A pointed out that Doctor's Hospital is affiliated with Duke University's program for medical technicians and, perhaps, through liaison contacts, this program could be utilized.

25X1A9a

8. Under other items on the Agenda, C/LSD/OSI encouraged the Office of Medical Services to support the Seminar for Civil Service Officers at the Federal Executive Institute in Charlottesville, Virginia which he attended last fall. This Seminar has commanded attention of the White House as well as of other Government organizations. It is a two-month resident course and, upon completion, attendees become a member of the Federal Executive Institute Alumni Association.

9. As there was no further business, this meeting of the Career Service Board of the Office of Medical Services adjourned at 3:00 p.m.

Attachment

OMS/clp (3 Jun 70)

Distribution:

Orig - D/MS

- 1 - DD/MS
- 1 - DD/R&D/DDS&T
- 1 - C/LSD/OSI
- 1 - C/CD/OMS
- 1 - C/PS/OMS
- 1 - C/SPD/OMS
- 1 - AC/OD/OMS
- 1 - C/PSS/OMS
- 1 - C/FSS/OMS
- 1 - ExO/OMS
- 1 - C/SD/OMS
- 1 - PO/OMS
- 1 - O-D/MS Files